

SECRET

TO : Chief, Regulations Control Staff

THRU : Deputy Assistant Director for Personnel  
Acting Deputy Director (Administration) ✓

FROM : Deputy Comptroller

SUBJECT: Compensatory Leave

25X1A6c

1. Dispatch No. [REDACTED]-6615, dated 23 October 1953, from the [REDACTED] field station regarding the above subject has been forwarded to this Office in a memorandum from the DD/P-Administration dated 10 November 1953. This dispatch states in pertinent part as follows:

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"2. Personnel in our operations sections are required to work considerable overtime during the height of the training and operations season. Claim for overtime pay could be made for this overtime; however, it would be more economical for these employees to be granted compensatory leave during the slack season and we would much prefer to grant them compensatory leave. Due to the length of the training and operations season we cannot grant compensatory leave to comply with the regulation that it must be taken within four weeks immediately following the pay period in which it was earned.

"3. In view of the reduction in 1954 funds and the savings which could be effected, we recommend [REDACTED] be revised as soon as possible to increase the period in which compensatory leave must be taken to six months."

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2. Research into public law and Government Administrative Regulatory issuances reveals that there are no statutory or other limitations on the period in which an individual must utilize compensatory leave. Each Government agency applies its own administrative limitations over the exercise of this privilege.

3. Accordingly, it is recommended that Agency regulations be amended to incorporate the paragraphs shown in TABS A and B, attached, in lieu of

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paragraphs 4 a and 4 d (1) of [REDACTED] and paragraph 4 d of [REDACTED] respectively.

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*15/*

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**CONCURRENCES:**

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*15/* [REDACTED]  
Deputy Assistant Director  
for Personnel

*17 Feb. 1954*

Date

*15/ L. K. White 15/*  
Acting Deputy Director (Administration)

*1 March 1954*  
Date

*DD/A Chrono  
✓ DD/A Sub: Pers. 11*